

REQUEST TO FILL VACANCY

Position Vacancy Mechanic Fabricator *Welder*
Department Highway Department
Vacancy Result of: retirement

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description, attached.
- 2. Departmental Organizational Chart, attached for review and approval. This position will be supervised by Shop Foreman
- 3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$ _____
Sick Leave	\$ _____
Employee Retirement Recognition	\$ _____
Other	\$ _____
Total	\$ _____

- 4. Explain the effects of leaving the vacancy until severance is accumulated.
NA
- 5. Explain the effects of not filling the position or discussion of alternatives.
With the new job description I have created this position would directly assist the Shop Foreman in maintenance of all County vehicle, including other departments.
- 6. Provide description of departmental discussions about the vacancy.
We have discussed in length about the need for our Shop Foremen to have an assistant, in order to ensure the safety in the Highway Department shop or out on the road/field repairing equipment.
- 7. Estimated length of time to fill the position after approval.
2 to 4 weeks
- 8. Any additional comments?

Department Manager

Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Equipment Mechanic, Fabricator/Welder
DEPARTMENT: Highway
REPORTS TO: Shop Foreman
FLSA STATUS: Non-Exempt
WAGE GRADE: 7

DESCRIPTION OF WORK

General Statement of Duties

Under the general supervision of the Brookings Highway Superintendent, Lead Foreman and the direct supervision of the Shop Foreman. The fundamental reason this classification exists is to perform skilled tasks in the mechanical repair and maintenance of County vehicles, County equipment, heavy trucks, earth moving, and related construction equipment including road graders, gasoline and diesel powered tractors, dump trucks, and dozers. Work assignments are received in the form of general oral or written work orders, but the employee is expected to determine the nature and extent of needed repairs.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Welds, fabricates, and repairs highway equipment and bridges
- Maintains record of welding materials and supplies; reorders general supplies as necessary
- Performs welding to include assisting in repair work as well as fabrication and cement work at the county courthouse, detention center, and other county facilities
- Supervises fabrication work crews as assigned
- Engages in removal of snow as needed
- Operate pay loader, trucks and tractors; assists in gravel hauling as needed
- Picks up and delivers parts, supplies, and equipment as needed by the highway department and by other authorized county personnel
- Attends training sessions and meeting as required
- Performs work in a manner consistent with safe practices
- Develops and maintains positive, professional relationships with the general public and other employees
- Performs other such duties and functions as assigned and necessary to the proper performance of the position
- Test for location and nature of defects in auto electrical systems.
- Adjust and repair clutches and drive trains on automobiles or other equipment.
- Install, replace or adjust filters, belts or similar objects.
- Repair and adjust hydraulic pumps and safety valves. Inspect, repair and adjust diesel power units, hydraulic systems, injection valves and systems, mold boards, and scarifiers on road graders.
- Inspect, adjust and repair gasoline and diesel tractors, and hydraulic and cable operated attachments on tractors.
- Communicate any unsafe conditions or accidents/injuries in a timely manner to the Supervisor in order to facilitate prompt correction or reporting.
- Attend special training and familiarization workshops dealing with innovations in heavy equipment operations, repairs, and maintenance.
- Prepare and keep records related to automotive repair work, work order requests, labor expenditures, job status, estimates, and proposed or completed projects.
- Perform work in a manner consistent with safe practices.
- Wear Personal Protective Equipment when required.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Extensive knowledge and experience with all types of welding equipment and tools.
- Ability to understand and follow written or verbal instructions and to communicate effectively in writing or verbally
- Ability to perform heavy manual labor, withstand variable weather conditions, and work extended hours if needed.
- Possession of a valid South Dakota Class A Commercial Driver's License (CDL).
- Detailed and current knowledge of design, operation, maintenance, and repair of diverse types of light, medium, and heavy gasoline and diesel engines.

- Skilled use of tools, materials, and equipment common to automotive repair work.
- Ability to understand and follow written or verbal instruction and communicate effectively in verbally or in writing.
- Ability to perform manual labor, withstand variable weather conditions, and work extended hours if needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to communicate with employees, co-workers, supervisory staff, etc.
- The employee is regularly required to sit and use hands to finger, handle, or feel.
- The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100+ pounds with assistance.
- Ability to work during emergencies.
- Ability to work as needed and to be available for on-call shifts.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals; employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Superintendent and/or County.

Education

- Graduation from vocational school training in diesel/auto mechanics and/or five (5) years mechanical experience

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date

Current Organizational Chart

